

ADMINISTRATIVE - INTERNAL USE ONLY

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

NO. 39-74

16 December 1974

TO: All Training Officers of the Agency

SEMINARS ON EQUAL EMPLOYMENT OPPORTUNITY (EEO) FOR SUPERVISORS

In view of the key role played by supervisors in the implementation of Agency policies on Equal Employment Opportunity (EEO), the Office of Training will offer a series of two-day seminars to assist supervisory personnel in understanding policies and requirements set forth by the federal EEO Program.

A variety of techniques and methods will be utilized in the seminar--lectures, individual and group exercises, films, case studies, outside speakers, and discussion sessions.

These two-day, full-time seminars are offered to supervisors at any level who have not previously attended internal or external EEO training courses.

OBJECTIVES

At the conclusion of the seminar each participant will be able to describe:

1. What the EEO Program is and reasons for its existence.
2. The supervisor's responsibility in implementing the program.
3. The procedures for processing EEO complaints.
4. The Agency's record on EEO matters and affirmative action plans.

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<u>DATE OF SEMINAR</u>	<u>DEADLINE FOR REGISTRATION</u>
4 - 5 February 1975	20 January 1975
29 - 30 April 1975	14 April 1975
10 - 11 June 1975	26 May 1975

LOCATION

Chamber of Commerce Building (4600 Fairfax Drive, Arlington Virginia), in Room 236.

REGISTRATION

Registration for each seminar will be limited to 25. Please send Form 73, "Request for Internal Training," to OTR/FTD/MATB, Room 205, Chamber of Commerce Building.

FURTHER INFORMATION

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For information on seminar content or registration, please
call [redacted] or [redacted]
[redacted]

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